

CHAPTER 18. ACCOMPLISH DESIGNATION/CONDUCT FUNCTIONS AS A MCE, FPE, MC/FPE, GIE, AND FIRE

SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to achieve designation as a designated pilot examiner (DPE) with special authorization to perform as a:

A. Military Competency Examiner (MCE). The MCE reviews a military pilot's records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized (per Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.73). The MCE may issue and/or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications.

B. Foreign Pilot Examiner (FPE). An FPE may issue private pilot certificates on the basis of an applicant's foreign license qualifications. The FPE reviews applicant records, verifies computer test reports for the Foreign Pilot Instrument knowledge tests, and issues private pilot certificates to qualified foreign applicants in accordance with (IAW) 14 CFR part 61, § 61.75. The FPE may issue type ratings at the private pilot certificate level based on aircraft type ratings held on the applicant's foreign-pilot license qualifications.

C. MC/FPE. The MC/FPE accomplishes the following functions:

(1) The MC function of the MC/FPE designation reviews a military pilot's records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized (per 14 CFR § 61.73). The MC function of the MC/FPE designation may issue and/or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications.

(2) The FPE function of the MC/FPE designation issues restricted private pilot certificates and instrument ratings on the basis of an applicant's foreign license qualifications (per part 61, § 61.75).

D. Flight Instructor Renewal Examiner (FIRE). A FIRE may renew holders of current flight instructor certificates on three flight instructor renewal procedures, only if the renewal involves an administrative process and no practical test is involved. A FIRE's authority will be to renew the holder of a current flight instructor certificate IAW the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii) or IAW HBGA 00-18, Procedures for Renewing a Flight Instructor Certificate on the Basis of Participation in the FAA's Pilot Proficiency Awards Program (WINGS). Specifically, a FIRE's authority to renew holders of current flight instructor certificates involves only the following kinds of renewal procedures:

(1) For those flight instructors who apply to renew their flight instructor certificate on the basis of having a record of training students that shows, during the preceding 24 calendar-months, that the flight instructor has endorsed at least 5 students for a practical test for a certificate or rating and that at least 80 percent of those students passed that test on the first attempt (per § 61.197(a)(2)(i)).

(2) For those flight instructors who apply to renew their flight instructor certificate on the basis of having a graduation certificate that shows, within the 3 calendar-months prior to the month of application, the applicant successfully completed an approved flight instructor refresher clinic IAW § 61.197(a)(2)(iii).

(3) For those flight instructors who apply to renew their flight instructor certificate on the basis of having participated as a flight instructor in a phase of the Federal Aviation Administration's (FAA) WINGS Program.

E. Ground Instructor Examiner (GIE). A GIE reviews a ground instructor applicant's knowledge test report for a Ground Instructor Certificate with the appropriate ratings (basic, advanced, or instrument). The GIE may issue a Ground Instructor Certificate that bears the basic, advanced, or instrument rating to qualified

ground instructor applicants, as specifically authorized (per §§ 61.213 and 61.215).

2. GENERAL INFORMATION FOR MCE, FPE, AND MC/FPE DESIGNATIONS. The FAA may designate a person to serve as an MCE to issue commercial pilot certificates and ratings IAW § 61.73 to U.S. military pilots. The FAA may designate a person to serve as an FPE to issue U.S. private pilot certificates and ratings under § 61.75 to foreign-pilot license holders whose foreign country is a member state to the Convention on International Civil Aviation. The designation of an MCE, FPE, or MC/FPE is authorized where the FAA has determined there is a need to conduct pilot certification activities where a Flight Standards District Office (FSDO)/International Field Office (IFO) may not be able to meet the demand for such pilot certification activities under §§ 61.73 or 61.75, as appropriate, in a timely manner.

A. Designation as an MCE, FPE, or MC/FPE Examiner. When deemed appropriate, a FSDO/IFO may designate a former FAA aviation safety inspector (ASI) (Operations) or Designated Pilot Examiner (DPE) (current or former) as an MCE, FPE, or MC/FPE, IAW the following criteria:

(1) The FSDO/IFO will adequately train each MCE, FPE, or MC/FPE designated in that office's jurisdiction and record the training given to that MCE, FPE, or MC/FPE designee.

(2) The FSDO/IFO will review and check all airman certification files submitted by the MCE, FPE, or MC/FPE for accuracy before the files are forwarded to the FAA Airmen Certification Branch, AFS-760.

(3) The FSDO/IFO will inspect the MCE, FPE, or MC/FPE IAW the guidelines established for DPEs.

(4) The regional Flight Standards division that has jurisdiction over the FSDO/IFO that maintains MCE, FPE, or MC/FPE designations will ensure that a current list of DPEs holding this special authorization is forwarded to AFS-760.

B. Application for an MCE, FPE, or MC/FPE Designation.

(1) A former FAA ASI (Operations) or DPE (current or former) may apply for an MCE, FPE, or MC/FPE. The applicant must complete an FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application. The completed

application should be submitted to the supervising FSDO/IFO.

NOTE: Do not send the application to the National Examiner Board (NEB).

(2) Persons who are neither a former FAA ASI (Operations) or a DPE (current or former) may apply for waiver approval for an MCE, FPE, or MC/FPE designation through the supervising FSDO/IFO to the supervising Flight Standards regional office.

(3) A predesignation knowledge test is not required to apply for an MCE, FPE, or MC/FPE designation.

(4) The applicant for an MCE, FPE, or MC/FPE designation is not required to hold a medical certificate.

C. Initial/Recurrent Standardization Training for an MCE, FPE, or MC/FPE Designation.

(1) Because the supervising FSDO/IFO trains the MCE, FPE, or MC/FPE and the designee performs purely administrative functions, the training conducted by the FSDO/IFO fulfills all standardization requirements for the MCE, FPE, or MC/FPE designation.

(2) MCE, FPE, or MC/FPEs are not required to attend the initial or recurrent pilot examiner standardization training courses (applies only to the MCE, FPE, or MC/FPE designation).

(3) An MCE, FPE, or MC/FPE who also holds other pilot examiner designations must meet all pilot examiner standardization requirements IAW chapters 2 and 3.

D. Authorizations of an MCE, FPE, or MC/FPE. An MCE and MC/FPE may issue commercial pilot certificates and ratings on the basis of military competency under the provisions of § 61.73. An FPE and ME/FPE may issue private pilot certificates on the basis of foreign-pilot licenses under the provisions of § 61.75.

(1) The MCE and MC/FPE must review an applicant's records and verify knowledge test report(s) for the military competence aeronautical knowledge test for persons applying for a commercial pilot certificate and ratings on the basis of military competency under the provisions of § 61.73 and as specifically authorized by the supervising FSDO/IFO. The MCE and MC/FPE may issue and/or upgrade pilot

certificates bearing type ratings based on military competence.

(2) The FPE and MC/FPE must review an applicant's records and verify knowledge test report for the foreign-pilot instrument aeronautical knowledge test and issue a temporary certificate under the provisions of § 61.75 and as specifically authorized by the supervising FSDO/IFO.

E. Limitations of the MCE, FPE, or MC/FPE. The holder of an MCE, FPE, or MC/FPE designation may not administer practical tests for pilot certification under his or her authority as an MCE, FPE, or MC/FPE.

(1) The MCE, FPE, or MC/FPE's authorization is limited to the designating FSDO/IFO's geographical area of responsibility. However, an MCE, FPE, or MC/FPE may obtain approval from the supervising FSDO/IFO to accept applications at other locations.

(2) The MCE, FPE, or MC/FPE must maintain a record of all certification functions conducted during the preceding 12 months. The record(s) shall include the name of the applicant, the date, the certificate applied for, and the action taken on the application. Those records must be made available for review when requested by the supervising FSDO/IFO.

F. Renewal of the MCE, FPE, or MC/FPE. An MCE, FPE, or MC/FPE designation may be renewed annually if the FSDO/IFO finds that continuation of the designation is justified to meet the needs for service at that location and is in the FAA's interest. The examiner applies for renewal by submitting the following (60 days prior to the expiration date of the current designation):

(1) A letter from the examiner requesting renewal and the designation(s) the examiner is requesting to be renewed (see Figure 18-1);

(2) A record of the examiner's airman certification activity for the preceding 12 calendar-months.

3. TERMINATION OR NONRENEWAL OF AN MCE, FPE, OR MC/FPE. The information and guidance provided in chapter 1, section 4, paragraphs 4 and 5 regarding delegation and rescission of an examiner's authorization, termination, and nonrenewal of a designation also applies to MCE, FPE, or MC/FPE designations.

4. ISSUANCE OF A U.S. PRIVATE PILOT CERTIFICATE AND RATINGS BASED ON FOREIGN PILOT LICENSES. The MC/FPE shall comply with the guidance contained chapter 21 regarding the issuance of a U.S. private pilot certificate on the basis of a foreign-pilot license under the provisions set forth in § 61.75.

A. Documents Required.

(1) The FPE and MC/FPE must review an applicant's foreign pilot license to ensure that license has been issued by a member state to the Convention on International Civil Aviation. The FPE and MC/FPE must review the applicant's Verification of Authenticity of Foreign License letter from AFS760 and compare it to the information on the foreign pilot license. The FPE and MC/FPE must review the applicant's foreign pilot license and ask whether his/her foreign pilot license is under an order of revocation or suspension by the foreign country that issued the foreign pilot license. The FPE and MC/FPE should discuss with the applicant the part 61 recency of experience and flight review requirements.

(2) The FPE and MC/FPE shall review the applicant's medical certificate to ensure the applicant holds a current medical certificate issued under part 67 or a current medical certificate issued by the country that issued the person's foreign pilot license. The FPE and MC/FPE must discuss with the applicant the part 61 medical certification requirements.

(3) The foreign pilot license and medical certification used as a basis for issuing a U.S. private pilot certificate must be written in English or accompanied by an English-language transcription signed by an official or representative of the foreign aviation authority that issued the foreign pilot license. An English-language transcription that has been signed by an official or representative from the applicant's official embassy is also acceptable.

(4) An FAA Form 8710-1, Airman Certificate and/or Rating Application, that has been completed in ink or typewritten and signed by the applicant. As a special emphasis item, the FPE and MC/FPE should ensure that the applicant completes Section III on FAA Form 8710-1. Per § 61.39(a)(7), the requirement to complete Section III includes foreign pilots who are applying for a private pilot certificate and ratings on the basis of § 61.75.

B. English Language Requirement. A foreign pilot who is applying for a U.S. pilot certificate and rating

under § 61.75 must be able to read, speak, write, and understand English. If a foreign pilot is unable to read, speak, write, and understand English because he/she never learned, that pilot is not eligible to apply for a U.S. pilot certificate and ratings. If the foreign pilot is unable to meet one of the English language requirements because of medical reasons, then the Administrator may place such operating limitations on that applicant's pilot certificate as are necessary for the safe operation of the aircraft. An example of a medical reason and verification of that medical reason would be a foreign pilot who has a hearing and speech impediment, which is substantiated by a signed and official diagnosis from a medical doctor.

C. Ratings and Limitations.

(1) The FPE and MC/FPE must inform the applicant who is being issued a U.S. private pilot certificate under § 61.75 that he/she is subject to the limitations and restrictions on his/her U.S. certificate and foreign pilot license when exercising the privileges of that U.S. pilot certificate in an aircraft of U.S. registry, whether operating within or outside the United States.

(2) The FPE and MC/FPE shall inform the foreign pilot that any aircraft ratings listed on the person's foreign pilot license, in addition to any issued after the applicant accomplishes the required knowledge and practical tests under the provisions of part 61, may be placed on that foreign pilot's U.S. pilot certificate.

(3) The FPE and MC/FPE shall inform the applicant that an aircraft and instrument rating(s) may be added to a pilot certificate issued on the basis of a foreign pilot license upon compliance with the appropriate pilot certification and rating requirements of part 61 (meaning accomplishment of the appropriate aeronautical knowledge and practical test(s)). Each rating added to the temporary airman certificate on the basis of that pilot having accomplished must have the notation "U.S. TEST PASSED" immediately following the rating to which the notation applies. The applicant is required to show his/her aeronautical experience on the submitted FAA Form 8710-1. If a person only accomplished the Instrument Foreign Pilot (IFP) aeronautical knowledge test for an instrument rating, it is not appropriate to list it as "INSTRUMENT AIRPLANE - U.S. TEST PASSED" on the pilot certificate. If a person only accomplished the IFP aeronautical knowledge test for an instrument rating, the rating would be listed on the person's pilot

certificate as "Instrument—[Airplane/Helicopter/Powered-Lift]," as appropriate.

(4) The FPE and MC/FPE may inform the applicant that he/she may request that a rating be added to his/her certificate on the basis of meeting the requirements of part 61 (i.e., the practical test and the knowledge test). The FPE and MC/FPE may inform the applicant that he/she may also request that a rating be added to the restricted U.S. certificate at a later time on the basis of that rating having been added to his/her foreign pilot license by the issuing country. In the latter case, no knowledge or practical test is required.

(5) The FPE and MC/FPE should inform the applicant that if he/she holds an instrument rating, and that instrument rating was issued by a member state to the Convention on International Civil Aviation, the instrument rating may be added to his/her U.S. pilot certificate if his/her foreign pilot license authorizes instrument privileges and the applicant has, within the preceding 24 calendar-months, passed the IFP aeronautical knowledge test.

D. FAA Policy on Flight Reviews, Recent Flight Experience, and Proficiency Check Requirements for Applicants Who are Issued U.S. Pilot Certificates on the Basis of § 61.75. The FPE and MC/FPE should inform the applicant who is being issued a U.S. private pilot certificate under § 61.75 that he/she is subject to the flight review, recent flight experience, and proficiency check requirements of part 61 when exercising the privileges of his/her U.S. pilot certificate. For example, a foreign pilot who is exercising his/her U.S. pilot certificate is subject to the flight review requirements of § 61.56 regardless of whether the flight is occurring inside or outside the United States. A foreign pilot who is exercising the privileges of his/her U.S. pilot certificate must have, within the preceding 24 calendar-months, accomplished a flight review and received a logbook endorsement from an FAA-authorized instructor (per § 61.183(a)) who gave the flight review certifying that the foreign pilot has satisfactorily completed a flight review.

5. PILOT CERTIFICATES AND RATINGS ISSUED ON THE BASIS OF MILITARY COMPETENCE BY AN MCE AND MC/FPE. A U.S. commercial pilot certificate and/or instrument rating may be issued to an applicant who meets the requirements of § 61.73. Aircraft category, class, type, and instrument ratings may be originally issued or added to a certificate based on military competency, if the applicant meets the

appropriate requirements of § 61.73(d), (e), and (f), as appropriate.

A. Documents Required for an Applicant to be Issued a U.S. Commercial Pilot Certificate and/or Instrument Rating. An MCE and MC/FPE must have the applicant present the evidentiary documents required by § 61.73 prior to being issued a U.S. commercial pilot certificate and/or instrument rating.

B. FAA Policy on Completion of the Required Aeronautical Knowledge Test. An applicant for the original issuance of a commercial pilot certificate on the basis of military competence (per § 61.73) must satisfactorily complete the military competency aeronautical knowledge test for an airplane, powered-lift, or helicopter, as appropriate. Completion of the military competency aeronautical knowledge test is not required to add a rating on the basis of military competence to an existing U.S. pilot certificate. However, when an applicant who desires to add a powered aircraft rating (meaning either airplanes or helicopters) on the basis of military competence (per § 61.73), and the applicant already holds a U.S. pilot certificate with only a nonpowered aircraft rating (meaning either a glider or balloon rating or both), then that applicant must satisfactorily accomplish the military competence aeronautical knowledge test.

C. Limitations to be Placed on an Airman Certificate. An MCE and MC/FPE shall use the guidance in this Order in chapter 5 to determine the limitations, if any, to place on a temporary airman certificate.

D. Applicants not Meeting the Requirements. An applicant who does not meet the requirements of § 61.73 must meet the requirements of §§ 61.65(a) (for an instrument rating) and 61.123 (for commercial pilot certification), as applicable, and take the appropriate aeronautical knowledge and practical tests.

E. A Special Emphasis Action for MCE and MC/FPE's Review. FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. The MCE and MC/FPE should ensure that the applicant has completed Section III of Form 8710-1 as required by § 61.39(a)(7). This requirement includes military pilots who are applying for airman certificates and ratings on the basis of § 61.73.

6. COMPLIANCE WITH OTHER PROVISIONS. In addition to complying with the guidance in this chapter, an MCE, FPE, and MC/FPE

shall comply with the applicable provisions and procedures contained in chapters 1 through 15, as appropriate to the pilot certification functions being conducted.

7. DESIGNATION OF FIRE.

A. The FAA recognizes the expertise that former FAA ASIs (Operations) possess relating to airmen certification procedures and policies. The FAA wishes to continue to use the expertise of these former FAA ASIs (Operations) where the FAA has a need and where a former FAA ASI voluntarily applies for a FIRE position. The offering of FIRE positions to only former FAA ASIs (Operations) does not establish a precedent. This policy has been previously authorized to former FAA ASIs (Operations) for positions as military competency examiners and foreign-pilot examiners.

B. A former FAA ASI (Operations) may apply for a FIRE position by submitting a completed FAA Form 8710-10 to the supervising FSDO/IFO.

NOTE: Do not send the application to the NEB.

C. When selecting a former FAA ASI (Operations) for a FIRE position, the following criteria must be met:

(1) The selecting FSDO/IFO must have a need for a FIRE position, and the person selected must have voluntarily applied for the position.

NOTE: The selection and approval process for the FIRE position is the responsibility of the supervising FSDO/IFO, and the person does not need to apply through the FAA's NEB.

(2) The FIRE applicant must show evidence of having been employed as an ASI (Operations) with the FAA in an FSDO or IFO.

(3) The FIRE applicant must show evidence of having satisfactorily completed the FAA's General Aviation Operations Indoctrination Course.

(4) The FIRE applicant must have a reputation for integrity and dependability in the aviation training industry and community.

(5) The FIRE applicant must have a history of cooperation with the FAA.

(6) The supervising FSDO/IFO is responsible for providing the initial training to their assigned FIRE

candidates on their duties and responsibilities. Each FIRE must attend recurrent examiner standardization training conducted by the supervising FSDO/IFO or by the Designee Standardization Branch, AFS-640. The FIRE applicant need not attend the FAA's Initial Pilot Examiner Standardization Seminar.

(7) After selection, the supervising FSDO/IFO shall issue the person an FAA Form 8430-9, Certificate of Authority, an FAA Form 8000-5, Certificate of Designation, and a Letter of Authorization (LOA). The description of the authority on FAA Forms 8430-9 and 8000-5 shall be stated as Flight Instructor Renewal Examiner. The LOA shall state:

“Authority is limited to renewing a holder of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii) or in accordance with HBGA 00-18.”

D. By establishing FIRE positions, the FAA will be extending authority to those selected to renew holders of current flight instructor certificates on three flight instructor renewal procedures, provided that the renewal only involves an administrative process and no practical test is involved. A FIRE's authority will be to renew the holder of a current flight instructor certificate IAW the flight instructor renewal provisions set forth in part 61, § 61.197(a)(2)(i) and (iii) or IAW HBGA 00-18. Specifically, a FIRE's authority to renew holders of current flight instructor certificates involves only the renewal procedures listed under paragraph 1D.

8. DESIGNATION OF A GIE. The FAA may designate a former FAA ASI (Operations) or DPE (current or former) to serve as a GIE for the purpose of issuing a Ground Instructor Certificate that bears the basic, advanced, or instrument rating to ground instructor applicants who qualify, IAW §§ 61.213 and 61.215.

A. Designation as a GIE Examiner. When deemed appropriate, an FSDO/IFO may add the GIE designation to a current DPE's designation, give GIE designation to a former FAA ASI (Operations), or give GIE designation to a former DPE IAW the following criteria:

(1) The jurisdictional FSDO/IFO will train the GIE and record the training given.

(2) The FSDO/IFO will review and check all airman certification files submitted by the GIE for accuracy before the files are forwarded to AFS-760.

(3) The FSDO/IFO will inspect the GIE IAW the guidelines established for DPEs.

(4) The jurisdictional FSDO/IFO must notify their regional Flight Standards division when appointing a GIE, so the regional office can notify AFS-760 which is the responsible FAA office for maintaining the current listing of examiners.

(5) The regional Flight Standards division that has jurisdiction over the FSDO/IFO that maintains GIE designations will ensure that a current list of DPEs holding this special authorization is on file with AFS-760.

B. Application for a GIE Designation.

(1) A former FAA ASI (Operations) or DPE (current or former) may apply for a GIE designation by submitting a completed FAA Form 8710-10 to the supervising FSDO/IFO.

NOTE: Do not send this application to the FAA's NEB.

(2) Persons who are neither a former FAA ASI (Operations) nor a DPE (current or former) may apply for waiver approval for the GIE designation through the supervising FSDO/IFO to the supervising Flight Standards regional office.

(3) A predesignation knowledge test is not required to apply for a GIE designation.

(4) The applicant for a GIE designation is not required to hold a medical certificate.

C. Initial/Recurrent Standardization Training for a GIE Designation.

(1) Because the supervising FSDO/IFO trains a GIE and the designee performs purely administrative functions, the training conducted by the FSDO/IFO fulfills all standardization requirements for the GIE designation.

(2) GIEs are not required to attend the initial or recurrent pilot examiner standardization training courses.

D. Authorizations of a GIE. A GIE may issue a Ground Instructor Certificate that bears the basic, advanced, or instrument rating to qualified ground

instructor applicants, as specifically authorized (per §§ 61.213 and 61.215).

E. Limitations of a GIE. The holder of a GIE designation may not administer practical tests for pilot certification under his or her authority as a GIE.

(1) The GIE's authorization is limited to the designating FSDO/IFO's geographical area of responsibility. However, a GIE may obtain approval from the supervising FSDO/IFO to accept applications at other locations.

(2) The GIE must maintain a record of all certification functions conducted during the preceding 12 months. The record(s) shall include the name of the applicant, the date, the certificate applied for, and the action taken on the application. Those records must be made available for review when requested by the supervising FSDO/IFO.

F. Renewal of a GIE. A GIE designation may be renewed annually if the FSDO/IFO finds that continuation of the designation is justified to meet the needs for service at that location and is in the FAA's interest. The GIE applies for renewal by submitting the following 60 days prior to the expiration date of his or her current GIE designation:

(1) A letter from the GIE requesting renewal and the designation to be renewed (see Figure 18-1);

(2) A record of the GIE's airman certification activity for the preceding 12 calendar-months.

G. Termination or Nonrenewal of a GIE. The information and guidance provided in chapter 1, section 4, paragraphs 4 and 5 regarding delegation and rescission of an examiner's authorization, termination, and nonrenewal of a designation also applies to a GIE designation.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites.

(1) MCE, FPE, and MC/FPE Designation.

This task requires that the candidate demonstrate satisfactory knowledge of part 61 and FAA certification policies and procedures. It also requires the candidate to be a former FAA ASI (Operations) or a person who holds a current authorization as a DPE. A person who applies for an MCE, FPE, and MC/FPE designation must accomplish the training provided by the FSDO/IFO prior to designation as an MCE, FPE, and MC/FPE.

(2) FIRE Designation. This task requires that the candidate demonstrate satisfactory knowledge of part 61 and FAA certification policies and procedures. The supervising FSDO/IFO is responsible for providing the initial training to their assigned FIRE candidates on their duties and responsibilities. Each FIRE must attend recurrent examiner standardization training conducted by the supervising FSDO/IFO or by the Designee Standardization Branch, AFS-640. The FIRE applicant need not attend the FAA's Initial Pilot Examiner Standardization Seminar.

(3) GIE Designation. This task requires that the candidate demonstrate satisfactory knowledge of part 61 and FAA certification policies and procedures that relate to the ground instructor certificate and ratings. To be designated as a GIE, the candidate must be a former FAA ASI (Operations) or DPE (current or former). However, persons who are neither a former FAA ASI (Operations) nor a DPE (current or former) may apply for waiver approval for the GIE designation through the supervising FSDO/IFO to the supervising Flight Standards regional office. A person who applies for a GIE designation must accomplish the training provided by the FSDO/IFO prior to designation as a GIE.

B. Coordination. This task will require coordination with the designee candidate's assigned supervising FAA ASI.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Parts 61 and 183

B. Forms.

- FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application.
- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8430-9, Certificate of Authority
- FAA Form 8000-5, Certificate of Designation
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application

C. Job Aids.

- None

3. PROCEDURES.

A. For initial or renewal designation as an MCE, FPE, or MC/FPE, or to conduct pilot certification activity as a MCE, FPE, or MC/FPE, accomplish the following steps, as applicable:

(1) Application as an MCE, FPE, or MC/FPE. The applicant must complete FAA Form 8710-10. The completed application should be submitted to the supervising FSDO/IFO.

NOTE: Do not send the application to the NEB.

(2) Training as an MCE, FPE, or MC/FPE. After being selected for appointment for an MCE, FPE, or MC/FPE position, the candidate will be scheduled for training on FAA policies and certification procedures that are contained in this FAA order with the candidate's supervising ASI or AST at the FSDO/IFO.

(3) Initial Designation as an MCE, FPE, or MC/FPE. Upon satisfactory completion of the training, the MCE, FPE, or MC/FPE will be issued the appropriate materials, a Certificate of Designation, and a Certificate of Authority from the supervising FSDO/IFO.

(4) Renewal of a Current Designation as an MCE, FPE, or MC/FPE. An MCE, FPE, or MC/FPE designation may be renewed annually if the FSDO/IFO finds that continuation of the designation is

justified to meet the needs for service at that location and is in the FAA's interest. The examiner applies for renewal by submitting the following (60 days prior to the expiration date of the current designation):

(a) A letter from the examiner requesting renewal and the designation(s) the examiner is requesting to be renewed (see Figure 18-1);

(b) A record of the examiner's airman certification activity for the preceding 12 calendar-months

(5) *Conduct Pilot Certification Activity as an MCE, FPE, or MC/FPE.* Using the procedures in chapter 5 of this order, the MCE, FPE, or MC/FPE is required to verify and review the applicant's identification, application, airman records, aeronautical knowledge test score(s), and issue temporary certificates, as authorized by the MCE, FPE, or MC/FPE's certificate of authority.

B. For initial or renewal designation as a FIRE or to conduct flight instructor renewal certification activity as a FIRE, accomplish the following steps, as applicable:

(1) *Application as a FIRE.* The applicant must complete Form 8710-10. The completed application shall be submitted to the supervising FSDO/IFO.

NOTE: Do not send the application to the NEB.

(2) *Training as a FIRE.* After being selected for appointment for a FIRE designation, the candidate:

(a) Must attend the FAA's Initial Pilot Examiner Standardization Seminar within three calendar-months after selection. However, while the selectee is waiting to attend the FAA's Initial Pilot Examiner Standardization Seminar, the supervising FSDO/IFO is authorized to use the services of the selectee at the discretion of that FSDO/IFO for a maximum of three calendar-months after selection.

(b) Will be scheduled for on-the-job training on FAA policies and certification procedures that are contained in this FAA Order with the candidate's supervising ASI or aviation safety technician (AST) at the FSDO/IFO.

(3) *Initial Designation as a FIRE.* After selection, the supervising FSDO/IFO shall issue the person Form 8430-9, Form 8000-5, and a Letter of Authorization (LOA). The description of the authority on FAA Forms 8430-9 and 8000-5 shall be stated as 18-10

"Flight Instructor Renewal Examiner." The LOA shall state: "Authority is limited to renewing a holder of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii) or in accordance with HBGA 00-18."

(4) *Renew a Current Designation as a FIRE.* A FIRE designation may be renewed annually if the FSDO/IFO finds that continuation of the designation is justified to meet the needs for service at that location and is in the FAA's interest. The examiner applies for renewal by submitting the following (60 days prior to the expiration date of the current designation):

(a) A letter from the examiner requesting renewal and the designation(s) to be renewed (see Figure 18-1).

(b) A record of the examiner's airman certification activity for the preceding 12 calendar-months

(5) *Conduct Flight Instructor Renewal Certification Activity as a FIRE.* A FIRE's authority will be to renew a holder of a current flight instructor certificate IAW the flight instructor renewal provisions set forth in part 61, § 61.197(a)(2)(i) and (iii), or IAW HBGA 00-18.

C. For initial or renewal designation as a GIE, or to conduct ground instructor certification activity as a GIE, accomplish the following steps, as applicable:

(1) *Application as a GIE.* A GIE applicant must complete FAA Form 8710-10. The completed application should be submitted to the supervising FSDO/IFO.

NOTE: Do not send the application to the NEB.

(2) *Training as a GIE.* After being selected for appointment for a GIE position, the candidate will be scheduled for training on FAA policies and certification procedures that relate to ground instructor certification IAW part 61, subpart I, with the candidate's supervising ASI or AST at the FSDO/IFO.

(3) *Initial Designation as a GIE.* Upon satisfactory completion of the training, the GIE will be issued the appropriate materials, a Certificate of Designation, and a Certificate of Authority from the supervising FSDO/IFO.

(4) *Renew a Current Designation as a GIE.* A GIE designation may be renewed annually if the

FSDO/IFO finds that continuation of the designation is justified to meet the needs for service at that location and is in the FAA's interest. A GIE applies for renewal by submitting the following (60 days prior to the expiration date of the current designation):

- A letter from the GIE requesting renewal and the designation(s) to be renewed (see Figure 18-1)
- A record of the GIE's ground instructor certification activity for the preceding 12 calendar-months

(5) Conduct Ground Instructor Certification Activity as a GIE. Using the procedures in chapter 5 of this Order, the GIE is required to verify and review the applicant's identification, application, aeronautical knowledge test score(s), and issue temporary certificates, as authorized by the GIE's Certificate of Authority.

4. TASK OUTCOMES.

A. The successful completion of this task results in the candidate's designation as an MCE, FPE, or MC/FPE and subsequent exercise of the authorization.

B. The successful completion of this task results in the candidate's designation as a FIRE and subsequent exercise of the authorization.

C. The successful completion of this task results in the candidate's designation as a GIE and subsequent exercise of the authorization.

5. FUTURE ACTIVITIES. Future activities of the examiner may include the following items:

- Recordkeeping for all applications processed
- Accomplishment of inspections scheduled by the supervising FSDO/IFO
- Application for renewal of designation

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FIGURE 18-1. SAMPLE RENEWAL [OR REINSTATEMENT] LETTER

[DATE]

FAA, SW FSDO No. 15
The Parkway Building -- Suite 601
1300 S. Meridian
Oklahoma City, OK 73108

To Whom It May Concern:

I am requesting to renew [or reinstate] my examiner authorization (SW-15-05) for the following designations:

Flight Instructor Renewal Examiner
Ground Instructor Examiner

Sincerely,

Paul J. Maenza
1 Switzer Blvd.
Oklahoma City, OK 73125
(405) 555-1212

Enclosures:

1. A copy of my current pilot certificate
2. A copy of my flight/ground instructor certificate
3. A copy of my record of certification activity for the preceding 12 calendar months
4. FAA Form 8710-1 Application

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